



POB 700 Meridian ID 83680-0700 P: 208 884 7210 E Mail: sandy.harris@isp.idaho.gov

MEETING MINUTES

May 25, 2006

A meeting of the Statewide Interoperability Executive Council (SIEC) was held on this date at Gowen Field, Boise, Idaho. Chair Lockwood called the meeting to order. Attendees and guests introduced themselves. There was a full quorum present.

Members Present:

- Chair R. Mark Lockwood, Idaho Chiefs of Police Association
- Bruce Allcott, Idaho Fire Chiefs Association
- Fred Abt for Bill Bishop, Idaho Bureau of Homeland Security
- Bob Burke, Idaho Dept. of Lands
- Michael Candelaria, United States Dept. of Interior
- Michele Carreras for Dia Gainor, Idaho Dept. of Health & Welfare
- Jerry Goetz, Federal Law Enforcement
- Lt. Col. Dean Hagerman for Art Keen, Idaho National Guard
- Steve Jones for Dan Charboneau, Idaho State Police
- Greg Laragan, Idaho Transportation Dept.
- Douglas C. Melvin, U.S. Dept. of Homeland Security Transportation Security Administration
- Lorin Nielsen, Idaho Sheriffs Association
- Scott Reinecker, Idaho Dept. of Fish and Game
- Joe Roche, Idaho Dept. of Administration

Staff:

- Dodie Collier, Project Manager, SIEC
- Sandy Harris, Administrative Assistant, SIEC

Others Present:

- Kit Eldrege, M/A Com
- Lorraine Elfering, Canyon County Sheriff Office
- Ed Flagan, Mountain West
- Bart Hamilton, Ada County Sheriff Office/ Region 12 700 MHz RPC
- Todd, Herrera, Canyon County Sheriff Office
- Dan Holden, Alcatel
- Matt Howarth, Motorola
- Scot Maring, Idaho Dept. of Administration
- Greg Newberry, White Cloud Communications
- Kirby Ortiz, Gem State Communications

- Stan Passey, Idaho State Police
- Lex Rutter, Dept. of Administration/ Microwave Services
- Les Shaddock, Ada County Sheriff Office

Review & Approve Minutes—Chair Lockwood

There were no corrections to the April meeting minutes.

MOTION: Melvin made a motion to approve the minutes of the April 27, 2006, Statewide Interoperability Executive Council meeting, seconded by Laragan. The motion passed by a unanimous vote.

Chair Lockwood briefly discussed the 700 MHz Regional Planning Committee meeting that will take place in Coeur d’Alene, Idaho on June 5, 2006.

SIEC Policy Subcommittee—Mark Lockwood / Council

Collier outlined the development of the policies and procedures document. A work group held a phone conference on May 8, 2006, to follow up on an assignment from the April SIEC meeting to develop some rules to govern the financial aspects of the Council. As of July 1, 2006, the SIEC will be governed by the Idaho Bureau of Homeland Security (BHS). Bill Bishop, Director of BHS, informed the group that they do not operate with rules but can develop policies and procedures. Collier met with Bishop on May 9, 2006, to get further direction from him. That meeting was followed by a second phone conference with the work group on May 18, 2006. After further discussion and work on the document, the work group decided to email the document to the Council requesting additional input. Laragan and Allcott made edits and suggestions to the document. During the SIEC meeting the document was displayed on the screen and Council members made additional edits and suggestions. Collier will incorporate the edits and suggestions into the document and disperse copies to the Council members for their further review.

SIEC Governance-Master Site—Mark Lockwood / Lorin Nielsen / Council

Chair Lockwood explained that there is a group dealing with governance of the master site. In the future there may be additional master sites in the state. There is a need to draft a document that would develop governance and maintenance of the master site.

Nielsen, Chair of Master Site Governance Committee, gave a history of how the Committee was organized. The users of the master site met at Idaho State Police Headquarters in December 2004. Nielsen was nominated to lead the group. He has intentionally postponed setting policy as he has been waiting to see if additional master sites would be purchased. Governance for connecting to one master site would be substantially different than regional master sites.

Several facts were brought to the attention of the Council through subsequent discussion. A warranty will cover the current master site for one year from acceptance which will be in the September 2006 timeframe. Ada County and Bannock County are currently connected to the master site; Bingham County, Power County, and Fort Hall are ready to connect to it. From the very onset, the Department of Administration was distinguished as the “connection highway” through the microwave link.

Nielsen requested input from the Council concerning governance and stated that nobody expects any one entity, state or otherwise, to bear the burden of maintenance of the master site. Council members offered suggestions such as using the governance models of Utah, Colorado or Alaska as good formats to follow, to establish regional governance committees or subcommittees, or a line item in the state budget to finance the maintenance of the master site(s). The Council also discussed centralization of equipment and consolidation of the use of communication sites. Collier will send out documents from Utah, Colorado, and Alaska to the Council for their review.

Nielsen's vision is a regional governance committee for the use and operation of regional master sites and then representatives from regional committees assisting in a central governance committee. Nielsen emphasized that the Governance Committee will not be an SIEC committee, that it must be a user committee. There will be further discussion at future SIEC meetings.

It was suggested that it would be helpful to identify the maintenance costs of the master site that is in operation. SIEC staff was tasked with putting together expense information to include maintenance plan costs from Motorola and man hour and infrastructure costs for connectivity from the Department of Administration.

SIEC Outreach Subcommittee—Mark Lockwood / Greg Laragan / Council

Chair Lockwood discussed the need to develop talking points to address the question and concerns of each of the agencies and associations represented on the Council. Collier will be making presentations to various groups starting with the Idaho Sheriff's Association on June 6, 2006 and the Association of Idaho Cities on June 13-14, 2006. Many of the issues are the same ones that Council members have heard in the past. Where is the money? What is the state doing? What is the plan? What are the feds doing? Why can't we use what we've got? The importance of taking advantage of grants such as COPS and fire grants was emphasized. There are entities in the state that did not taken advantage of grants that were offered to them. Collier will send out an email requesting additional Council input on talking points.

Laragan reported that the Council has had two phases of outreach. Phase 1 was "Why do we need a plan?" Phase 2 was "The Plan." He suggested that the Council move into Phase 3 which will be implementation.

Department of Administration, Microwave Services Update—Lex Rutter

Rutter reported that the strategic plan is being rolled into the division and a department plan. It is still a work in progress. His group has set a goal of being a leader in the statewide 700 MHz plan. This year, Mica Peak, Sedgwick Peak, and Chinese Peak will be getting full upgrades. He received a letter from Craig Rowland in Bingham County requesting a connection to the master site. He sent back a positive response stating that Bingham County will be brought into the Proof of Concept Project and will be extended the same deal that was extended to Bannock County. John Parker, Microwave Engineer, has been working with Bannock County to change over the temporary equipment used in the April SIEC demonstration to permanent equipment. Last week Rutter attended a 700 and 800 MHz Regional Planning Colloquium.

Regional Interoperable Projects Update—Chair Lockwood

Bart Hamilton gave an Ada County update. He stated that they will "turn some dirt" at the Table Rock site next month. He was recently informed that Ada County successfully entered into an agreement with the owner of the site at Shafer Butte. Rather than having to build a new site,

they will be moving into a site with a tower. They will have to do some work, but it will save them much time and money. They have some initial programming work with subscriber units and have some radio programs for the system that they are testing.

Lorraine Elfering gave a Canyon County update. She stated that Canyon County is in the process of doing some work with agencies within the county to get them to sign an MOU to commit to 700 MHz. They are in discussion with a vendor to present estimates on the cost to tie their console into the master site to connect into 700 MHz.

Vendors that were in attendance were given the opportunity to address the Council.

Fred Abt reported that he received a call from the northeast Area Field Officer stating that they had completed a study, had decided to develop a 700 MHz system and identified coverage areas that had met all of the requirements. The next step was to go to engineering and implementation. Some entities within the district had decided to go with a vendor who assured them that he can install a cheaper system that will provide interoperability. After talking with Bill Bishop, Abt was asked to find out who the spokesman is for the group and have him or her write a letter to the Chair of the SIEC outlining why they have chosen to go that particular route so their issues can be addressed.

Other business - Open Comment Period

There was no other business or comments from meeting attendees.

Planning for the next meeting—Chair Lockwood

The next SIEC meeting will be held on Thursday, June 22, 2006.

Adjournment—Chair Lockwood

MOTION: Nielsen made a motion to adjourn, seconded by Jones. The motion passed by a unanimous vote.